

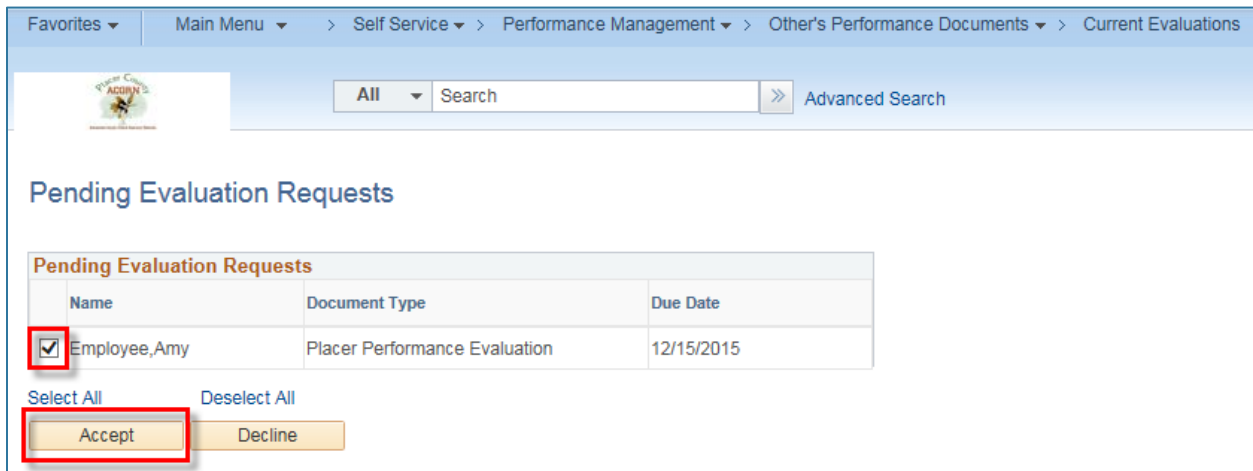
## **Instructions for an employee who is nominated to provide feedback in ePerformance**

A Supervisor can nominate other County employees to optionally provide feedback on an Employee's performance. When an employee is nominated, they will be notified via email. The feedback request is *Pending* until it is accepted or declined. The employee can either click on the link displayed in the email or they can navigate in ACORN as identified below:

### **Accepting or Declining the Request for Feedback:**

Navigate to Self Service > Performance Management > Others Performance Documents > Pending Evaluation Requests

A list of pending evaluation requests will appear. Select the name of the person you agree to provide performance feedback, and then click "Accept" if you wish to accept the request and provide feedback.



The screenshot shows the 'Pending Evaluation Requests' page in the ACORN system. The breadcrumb trail at the top is: Favorites > Main Menu > Self Service > Performance Management > Other's Performance Documents > Current Evaluations. Below the breadcrumb trail is a search bar with 'All' selected and a search button. The main heading is 'Pending Evaluation Requests'. Below this is a table with the following data:

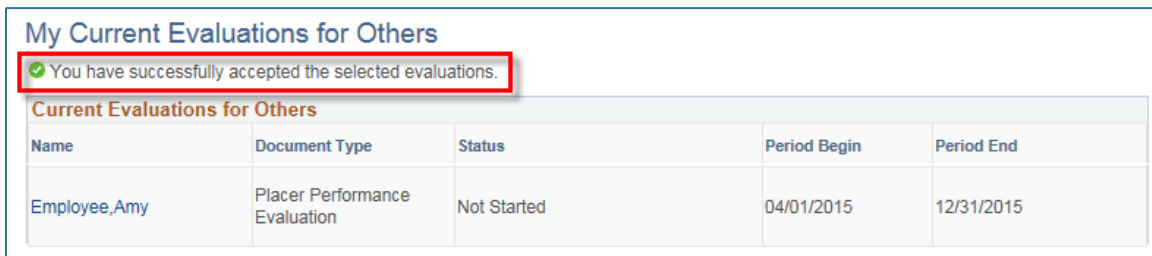
Name	Document Type	Due Date
<input checked="" type="checkbox"/> Employee, Amy	Placer Performance Evaluation	12/15/2015

Below the table are links for 'Select All' and 'Deselect All'. At the bottom, there are two buttons: 'Accept' and 'Decline'. The 'Accept' button is highlighted with a red box.

A confirmation window will appear showing you have successfully accepted the selected request.

An evaluation document is then created and adds it to your "Others Performance Documents > Current Documents" list.

An email notification is also sent to the requesting Supervisor indicating you have accepted the request.



The screenshot shows the 'My Current Evaluations for Others' page in the ACORN system. At the top, there is a confirmation message: 'You have successfully accepted the selected evaluations.' Below this is a table with the following data:

Name	Document Type	Status	Period Begin	Period End
Employee, Amy	Placer Performance Evaluation	Not Started	04/01/2015	12/31/2015

If you wish to decline the nomination, select the name of the person you are declining to provide performance feedback for, and then click “Decline.”

Pending Evaluation Requests

Name	Document Type	Due Date
<input checked="" type="checkbox"/> Employee, Amy	Placer Performance Evaluation	12/15/2015

Select All      Deselect All

Accept      Decline

A confirmation window will appear where you can enter any comments, if desired. Click “Yes” to decline the request.

An email notification is sent to the requesting Supervisor indicating you have declined the request.

Pending Evaluation Requests

Decline Evaluation Requests

⚠ Are you sure you want to decline these evaluation requests?

Name	Document Type	Due Date
Employee, Amy	Placer Performance Evaluation	12/31/2015

Enter Comments:

I didn't work with Amy during this evaluation period.

Yes      No

### **Providing Feedback after you have accepted:**

When a Nominee accepts a nomination, a nominee evaluation document is created and added to the Nominee's Others Performance Documents > Current Documents list.

This process illustrates how Nominees provide input to another Employee's evaluation.

**Step 1: Navigate to Self Service > Performance Management > Other's Performance Documents > Current Evaluations**

**After navigating to current evaluations, click on the name of the person whose evaluation you want to provide feedback.**

My Current Evaluations for Others

Listed are your current evaluations for which you are providing feedback.

Name	Document Type	Status	Period Begin	Period End
<a href="#">Employee, Amy</a>	Placer Performance Evaluation	Not Started	04/01/2015	12/31/2015

**Step 2: Nominees can optionally comment on Employee 's competencies. To navigate to a given Competency Comments area, you must first expand all Competency details by clicking on "Expand."**

**Alternatively, each individual Competency can be expanded by clicking on the expand selections arrow (circled below) for a given Competency.**

Placer Performance Evaluation

Peer Evaluation

Employee, Amy

Job Title: Administrative Technician  
Document Type: Placer Performance Evaluation  
Template:  
Status: Evaluation in Progress  
Reviewer: Manager, Sally

Manager: Supervisor, Jennifer  
Period: 04/01/2015 - 12/31/2015  
Document ID: 916  
Due Date: 12/31/2015  
Role: Peer

▼ Employee Data

Empl ID: 01173881  
Department: 170215 PRS-Employee Benefits  
Location: PERSONNEL PRS-Personnel Department

Enter ratings and comments for each section in this evaluation, if applicable. At any point in time you can save this evaluation by selecting the Save button.

▼ Competencies

▼ Expand Collapse

▶ Competency 1: Continuous Learning

▶ Competency 2: Cooperation

**Step 3: Enter your peer evaluation comments in the “Comments” area.**

**Repeat Steps 2 and 3 for each Competency for which you would like to provide comments.**

Placer Performance Evaluation

**Peer Evaluation**

Behavior 4: Sub Comp Factor - 4 Continuous Learning

Strives to continuously build knowledge and skills

Behavior 5: Sub Comp Factor - 5 Continuous Learning

Shares expertise with others

Comments

**Step 4: You can also add general comments about an Employee in the Competency Summary Comments area.**

Placer Performance Evaluation [Return to Current Documents](#) [Save](#) | [Co](#)

**Peer Evaluation** [Print](#) | [E](#)

▼ Competencies

Expand | Collapse

▶ Competency 1: Continuous Learning

▶ Competency 2: Cooperation

▶ Competency 3: Dependability

▶ Competency 4: Job Knowledge

▶ Competency 5: Judgment

▶ Competency 6: Oral Communications

▶ Competency 7: Planning & Organization

▶ Competency 8: Problem Solving

▶ Competency 9: Written Communications

**Competencies Summary**


Comments

**Step 5: “Save” to save the changes to your update at any time.**

Placer Performance Evaluation Return to Current Documents **Save** Complete

**Peer Evaluation** Print | Notify

**Employee, Amy**



<b>Job Title</b> Administrative Technician	<b>Manager</b> Supervisor, Jennifer
<b>Document Type</b> Placer Performance Evaluation	<b>Period</b> 04/01/2015 - 12/31/2015
<b>Template</b>	<b>Document ID</b> 916
<b>Status</b> Evaluation in Progress	<b>Due Date</b> 12/31/2015
<b>Reviewer</b> Manager, Sally	<b>Role</b> Peer

▼ **Employee Data**

<b>Empl ID</b> 01173881	
<b>Department</b> 170215	PRS-Employee Benefits
<b>Location</b> PERSONNEL	PRS-Personnel Department

✔ You have successfully saved your evaluation.


Enter ratings and comments for each section in this evaluation, if applicable. At any point in time you can save this evaluation by selecting the Save button.

**Step 6: Once you have added your peer evaluation comments, click “Complete.”**

Placer Performance Evaluation Return to Current Documents Save | **Complete**

**Peer Evaluation** Print | Notify

**Employee, Amy**



<b>Job Title</b> Administrative Technician	<b>Manager</b> Supervisor, Jennifer
<b>Document Type</b> Placer Performance Evaluation	<b>Period</b> 04/01/2015 - 12/31/2015
<b>Template</b>	<b>Document ID</b> 916
<b>Status</b> Evaluation in Progress	<b>Due Date</b> 12/31/2015
<b>Reviewer</b> Manager, Sally	<b>Role</b> Peer

▼ **Employee Data**

<b>Empl ID</b> 01173881	
<b>Department</b> 170215	PRS-Employee Benefits
<b>Location</b> PERSONNEL	PRS-Personnel Department

✔ You have successfully saved your evaluation.

Enter ratings and comments for each section in this evaluation, if applicable. At any point in time you can save this evaluation by selecting the Save button.

**Step 7: Click “Confirm” to submit your input. Note, once you confirm, you will no longer be able to make additional comments.**

**Complete Evaluation**

If you have no further changes to make to this document select confirm to complete this evaluation.

**Confirm** Cancel

**Step 8:** A confirmation window will be displayed to let you know your input to the Employee's evaluation has been successfully submitted.

**An email will be sent to Manager notifying them your input is complete.**

